

**NJ HEALTH CARE FACILITIES  
FINANCING AUTHORITY**

**JOB DESCRIPTION**

**COMMUNICATIONS SPECIALIST**

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**DEFINITION:**

Under the supervision of the Executive Director, the Communications Specialist is responsible for developing written reports and communications with respect to the activities of the Authority; coordinating various Authority symposia and seminars; and performing other special projects as required.

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**EXAMPLES OF WORK:**

- Prepare the Authority's Quarterly Newsletter. Monitor the status of the Authority's current activities, its various financial services, and any new products it offers to ensure that newsletters, reports, or periodicals are as informative as possible and enhance marketing efforts;
- Draft press releases on Authority financings and Authority programs.
- Write or obtain bios and photos of the Authority Members;
- Create marketing materials for new Authority products or policies;
- Write and publish the Authority's Annual Report; communicate with borrowers to gather comments, photos and any information relevant to their financing for the publication;
- Draft suggested text for the Governor and for the Commissioner of Health and Senior Services for the newsletter and annual report and work with their respective communications staffs for approval of, or edits to, that text;
- Attend all meetings of the Authority's Board, Finance Committee, and Audit Committee and record, prepare, and disseminate meeting minutes as well as prepare scripts in advance of meetings, draft resolutions, and maintain binders relating to the meeting minutes and resolutions;
- Call the roll for votes and attendance at Authority meetings; must have professional presence and knowledge of "Robert's Rules of Order" for the running of a meeting;
- Post notice of Authority meetings and post Authority minutes according to the Open Public Meetings Act;
- Manage press calls and schedule interviews with Authority staff and the media when appropriate;
- Create and manage all content on the Authority's website, working with the Office of Information Technology on posting the updates;
- Scan the news daily for national and state-wide stories of relevance to Authority business and email articles of note to staff;
- Assist in preparing reports which detail technical financial issues affecting the Authority and others in the financial community, and assist with preparation of staff presentations for conferences as needed;

- In anticipation of distributing periodicals and reports, coordinate the receipt of competitive bids from interested printing firms, photographers, etc.;
- Coordinate various on-site and off-site Authority symposia and seminars; communicate with Authority members and vendors (hotels, caterers, etc.); assist in developing an agenda and other meeting materials; prepare correspondence related to special events including letters of invitation or thanks; perform general event planning and guest management duties for the events;
- Draft Requests for Statements of Qualification or Requests for Proposal to provide a specialized (printing/photographer, etc.) professional service; develop specifications for inclusion in RFP; participate in evaluating responses to RFQ's/RFP's; offer recommendations for awarding contracts, if required; and,
- Responsible for monitoring all daily activities affecting the printing of Authority periodicals or formal reports; communicate with printing firm/photographer, etc. to ensure that terms of contracts are satisfactorily executed.

### **KNOWLEDGE AND SKILLS**

- Thorough knowledge and understanding of the Authority's general and administrative operating functions; its structure, purpose, objectives, policies, and procedures;
- The ability to effectively communicate clearly and concisely, both orally and in writing, with associates and with outside professionals;
- Knowledge of Quark Express to publish the Authority's Newsletters and Annual Report;
- Superior organizational, communication, writing and interpersonal skills, including a command of the English language, proper sentence structure, punctuation, and grammar;
- Ability to plan, organize, staff, direct, and control projects and special assignments in a timely manner;
- Knowledge of Robert's Rules of Order for running a meeting and of the Open Public Meetings Act;
- A working knowledge of various computer programs, including Microsoft Office Word, Excel, Outlook, Access and PowerPoint, or other related applications.

### **EDUCATION/EXPERIENCE:**

- Publication Writing/Publishing experience preferred;
- Bachelors Degree, preferably in Communications, English or Journalism;
- At least five years' experience in a professional office environment with demonstrated expertise in handling a host of diversified administrative, organizational and writing assignments.

*\*\*\*This job description is a general job description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of New Jersey Health Care Facilities Financing Authority ("NJHCFFA") are expected to perform tasks as assigned by NJHCFFA supervisory/management personnel, regardless of job title or routine job duties.\*\*\**